



Louisiana  
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## GENERAL CIRCULAR NUMBER 2016-040

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**DATE:** December 1, 2016

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** FINAL REMINDER to Update Employee Records for the 2017 SCS Commissioner Election

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This general circular is to serve as the final reminder to the Human Resources Community of the upcoming State Civil Service Commissioner Election. The call for the election will be issued on January 2, 2017. Only classified state employees with Human Resources (HR) system records which indicate permanent status gained on or before December 3, 2016 will be eligible to vote in this election.

For this election, all ballots and election brochures will be mailed directly to employees at the mailing address reported by the appointing authority to Civil Service. Ballots will not be delivered to agencies for distribution. Therefore, it is vital that LAGov-HR agencies make certain that the mailing addresses, social security numbers, contract elements and other permanent status indicator information are up-to-date. Non-LAGov agencies should also make certain this information is up-to-date in their respective systems. By updating this information in your HR systems, Human Resources Directors can help to ensure that all eligible employees in their respective agencies have an opportunity to vote. **Please ensure that all updates and changes are completed in your HR Information System by January 3, 2017.**

Also, please be aware that employee mailing lists may be requested by the candidates for campaigning purposes. Please ensure that a privacy indicator clearly identifies the records of those employees who do not wish to share their mailing addresses for this purpose.

Questions about the election should be directed to the Election Coordinator at 225-342-8272 or via e-mail at [Election.Coordinator@la.gov](mailto:Election.Coordinator@la.gov).

Sincerely,

s/Byron P. Decoteau, Jr.

Director